

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

28 September 1972

To: All Training Officers of the Agency

## READING IMPROVEMENT

The Reading Improvement course is designed to develop a more organized approach to job-related reading, with emphasis on improving speed, comprehension, and recall. The course is for all employees whose work effectiveness would be increased by improved reading skill.

DATES : November 7 - December 12, 1972  
Tuesday and Thursday 0830 - 1030 hours

LOCATION : Chamber of Commerce Building, Room 918

REGISTRATION: Limited to 22. Nominations will now be made by submitting Form 73, "Request for Internal Training," to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, by 24 October 1972.

ADDITIONAL : On course content, call extension  
INFORMATION : On registration, call extension

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

ADMINISTRATIVE - INTERNAL USE ONLY